

Appendix D

Recording Time to Test Information on
Answer Documents

Recording Time-to-Test Information on Answer Documents

For each student in your test administration room who is participating in a paper administration of STAAR, you must record the information described below.

- **Total testing time** – the amount of time a student spent from the actual start of testing until completion of testing, inclusive of break time that does not stop the time clock.

If a student completes the assessment in less than an hour, you will record the time-to-test as “60 minutes or less.”

If a student takes more than 60 minutes to complete the test, you will record the time-to-test in 15-minute increments.

The test administrator must record the time each student took to complete a test for each subject-area test taken in the AGENCY USE field on the student’s answer document. For ease of record-keeping, this may first be recorded on the testing roster or the seating chart and then transferred onto students’ answer documents. Testing start and stop times, as required, are collected on seating charts, so districts may find it convenient to record individual student testing time on the seating chart and transfer this information onto students’ answer documents once testing has ended. Time-to-test must be marked in the AGENCY USE field on all answer documents before they are submitted for scoring.

Recording time-to-test on the answer document

Placement

The directions below describe which columns you should use to mark the total testing time taken by the student for each subject tested on the answer document. When answer documents contain more than one subject, consider the first subject-area test on the document as Subject Area 1 (SA1) and the second as Subject Area 2 (SA2).

Answer Document with a Single Subject-Area Test

- Column A SA1 Total testing time
- Columns B, C, D, and E --- Remain blank

Answer Document with Two Subject-Area Tests

- Column A SA1 Total testing time
- Column C SA2 Total testing time
- Columns B, D, and E --- Remain blank

Single Subject

Total Testing Time

AGENCY USE					
A	B	C	D	E	
0	0	0	0	0	
1	1	1	1	1	
2	2	2	2	2	
3	3	3	3	3	
4	4	4	4	4	
5	5	5	5	5	

Two Subjects

SA1 – Total Testing Time

SA2 – Total Testing Time

AGENCY USE					
A	B	C	D	E	
0	0	0	0	0	
1	1	1	1	1	
2	2	2	2	2	
3	3	3	3	3	
4	4	4	4	4	
5	5	5	5	5	

Marking Total Testing Time

For grade 5 science, fill in the appropriate bubble in column A to indicate the total number of minutes the student spent testing. For grades 3, 4, 6, and 7 mathematics or grade 8 science, fill in the appropriate bubble in column A. For grades 3, 4, 6, and 7 reading or grade 8 social studies, fill in the appropriate bubble in column C.

- Bubble “0” — if total testing time was 60 minutes or less
- Bubble “1” — if total testing time was between 61 minutes and 75 minutes
- Bubble “2” — if total testing time was between 76 minutes and 90 minutes
- Bubble “3” — if total testing time was between 91 minutes and 105 minutes
- Bubble “4” — if total testing time was between 106 minutes and 120 minutes
- Bubble “5” — if total testing time was between 121 minutes and 135 minutes
- Bubble “6” — if total testing time was between 136 minutes and 150 minutes
- Bubble “7” — if total testing time was between 151 minutes and 165 minutes
- Bubble “8” — if total testing time was between 166 minutes and 180 minutes
- Bubble “9” — if total testing time was 181 minutes or more